



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report September 30, 2019 Select Board Meeting

1. Agenda

- a. See attached, [September 30, 2019](#)

2. Appointments

a. Budget Presentation – Recreation

- i. Presented by Tara Barker, Recreation Director and Lisa Allis, Recreation Commission Chair
- ii. See attached, [Recreation Budget Cover](#)
- iii. See attached, [Recreation Wages and Benefits](#)
- iv. See attached, [Recreation Budget Summary](#)
- v. See attached, [Recreation Budget Narrative](#)
- vi. See attached, [Recreation Proposed Budget](#)
- vii. See attached, [Recreation Building Blocks](#)
- viii. See attached, [Recreation Revolving Fund Balance History](#)
- ix. See attached, [Recreation Revolving Fund Expenditures 2018](#)
- x. See attached, [Recreation Revolving Fund Expenditures 2019](#)
- xi. See attached, [Recreation Revolving Fund Revenues 2018](#)
- xii. See attached, [Recreation Revolving Fund Revenues 2019](#)
- xiii. All linked budget materials are located within the 2020 Budget Binders presented to the Select Board and Advisory Budget Committee. An electronic copy (PDF) of the 2020 Budget Binder can be found at www.barrington.nh.gov/2020budget. Please use the instructions and Table of contents to better understand the organization of the electronic budget binder

b. Hard Rock Project Update – Discussion

- i. The Town owns over 150 acres on Calef Highway near Pierce Road. The Town entered a development agreement with Hard Rock to prepare the land for commercial development. The first phase of the project is to ensure protection of the natural features in the vicinity of the project site.
- ii. Hard Rock has worked closely with the New Hampshire Department of Environmental Services (NHDES) for over a year to develop a comprehensive hydrogeological study. The goal of this study is to determine the impacts of material excavation prior to commencing site work. NHDES has agreed to the attached study plan which demonstrates the Town and Hard Rock's commitment to the environment.
- iii. See attached, [Hard Rock Development Agreement](#)
- iv. See attached, [Tentative Work Activities](#)
- v. See attached, [Proposed MW Locations](#)



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- vi. See attached, [17082-WELL CLUSTER PLAN 2019-08-27](#)
- vii. See attached, [NHDES Study Approval](#)
- viii. See attached, [JonesandBeachBarrington4](#)
- ix. See attached, [18 - 4367 JTC DON P. BERRINGTON NH](#)
- x. See attached, [Hardrock Barrington Cost Forecast 12-20-18](#)
- xi. Arleigh Greene of Hard Rock will provide an update to the Board and discuss moving forward with the study.

3. Public Comments

4. Review of Minutes – **Vote**

- a. See attached, [Minutes 09-23-2019](#)

5. Old Business

a. HRCU/Christmas Dove Road Name – **Vote**

- i. Holy Rosary Credit Union and the Christmas Dove have proposed ‘Community Way’ as the name of the newly constructed road replacing the Christmas Lane access from Franklin Pierce Highway.
- ii. Community Way was reviewed by the E911 Road Naming Committee and no conflicts were found.
- iii. The Board is asked to consider naming the newly constructed road ‘Community Way’.

b. Goodwill Conservation Easement Amendment – **Vote**

- i. The Town of Barrington and its Conservation Commission has finalized the acquisition of additional land to expand the Goodwill Conservation area. The necessary next step is amending the Conservation Easement deed to reflect the changes.
 1. See attached, [Goodwill Conservation Easement Deed Amendment – Markup from Original](#)
 2. See attached, [Goodwill Conservation Easement Deed Amendment – Clean](#)
 3. See attached, [Goodwill Amendment Explanation of Changes - Duane Hyde - 190916](#)
 4. See attached, [Goodwill Amendment Map](#)
- ii. At the September 23rd meeting, the Select Board asked for the amendment to be reviewed by the Town’s counsel. After review, the Town’s attorney is comfortable with the amended language as proposed.
- iii. This Board is asked to review the amendment and consider approving.



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6. New Business

- a. Tax Office Printer Replacement – **Vote**
 - i. The Tax Office printer/scanner/copier broke beyond repair two months ago after nearly ten years of use. The Tax Collector reviewed usage history and department needs in order to identify a suitable replacement (with the consultation of Seacoast Business Machines). The proposed printer costs \$4,700. This equipment purchase is included in the proposed 2020 Tax budget.
 - ii. For the past two months, the Tax office has used the Planning office machine. As activity in the Tax office has increased and second-half billing approaches, the Tax Collector is concerned that waiting until April will not work.
 - iii. The Tax Collector has asked the Board to consider authorizing the purchase of a new printer and removing the request from the 2020 budget.
 - iv. At this time, it is estimated that there will be \$250,000 in unexpended 2019 appropriations.
 - v. The Board is asked to consider purchasing a printer for the Tax office.

- b. Event Request on Ramsdell Field – **Vote**
 - i. The Town received a request from two former residents (Mariah Dale and Ashleigh Belcher) to host a Halloween party on the Ramsdell Lane field behind the playground.
 - ii. The Town does not have a facility-use policy/procedure.
 - iii. The former residents were asked for event details in order for proper review by the Select Board.
 - iv. See attached, [Halloween Party Info](#)
 - v. The Board is asked to consider the facility use request.

- c. New Town Hall IT Infrastructure – **Vote**
 - i. On September 24th the Technology Committee met with Rockport Technology Group to discuss their experience and qualifications providing engineering, design, and construction services for IT infrastructure. The Technology Committee unanimously recommends working directly with Rockport for the technology aspect of the new Town Hall project.
 - ii. The Technology Committee is available to review project plans, quotes, and details.
 - iii. See attached, [Rockport Project Example Technology Options](#)
 - iv. See attached, [Rockport Project Example Wifi Map and Conference Rooms](#)
 - v. See attached, [Rockport Project Example Completed Installation](#)
 - vi. See attached, [Rockport Project Example Architect Plans vs IT Engineer](#)
 - vii. See attached, [Rockport Project Example Working with Hand-Drawn Plans](#)
 - viii. See attached, [Rockport Project Example Sample Quote](#)



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ix. The Select Board is asked to allow the Technology Committee and Town Administrator to develop and enter a contract with Rockport Technology Group for IT infrastructure engineering, design, and installation for the new Town Hall.

d. Authorize Marybeth Walker to Sign Exemption/Credit Applications – **Vote**

i. Previously the Select Board authorized Amanda Noyes, the Assessing Administrative Assistant to sign exemption and credit applications. For the extended solar exemption application deadline, Amanda completed most of the forms and mailed them to property owners. As they have returned, Amanda has requested that the Assessor, Marybeth Walker, process them in order for proper internal controls.

ii. The Board is asked to authorize Barrington's Assessor's Agent, Marybeth Walker, to sign exemption and credit applications.

7. Job Opportunities

a. Transfer Station Attendant

8. September Work Anniversaries

a. Amy Inglis • Inter-Library Loan Librarian • 23 Years

b. Dana Drake • Highway Department Crew • 19 Years

c. Barbara Irvine • Land Use Administrative Assistant • 16 Years

d. Deborah Tatham • Recreation Custodian • 11 Years

e. James Sanger • Transfer Station Attendant • 4 Years

f. Jon-Thomas Harmon • Firefighter/EMT • 2 Years

9. 2019 Select Board Goals

a. See attached, [Select Board Goals – Approved May 6, 2019](#)

b. See attached, [Select Board Goal and Budget Analysis – August 12, 2019](#)

10. Upcoming Meetings/Events

a. October 7th – Select Board Meeting – Fire/EMS/Ambulance/Cemeteries Budgets

b. October 21st – Select Board Meeting – Police Budget

c. October 28th – Select Board Meeting – Library Budget

11. Non-Public Request

a. Personnel

b. Reputation